

Residential Rental Inspection Program

The Residential Rental

Inspection Program was adopted:

To Prevent: Property deterioration, unsafe living conditions, neighborhood decline and neighborhood blight. **To Promote:** Safe, decent, habitable and sanitary residential rental dwelling units for citizens. Neighborhood quality of life, real estate values, and neighborhood appearance. **Residential rental dwelling units can often be prone to:** Unsafe conditions, which can lead to dwelling units being classified as unfit for human habitation, overcrowding, and structural deterioration from overall neglect.

Purpose and Intent

Residential dwelling and building standards provide protection for citizens and neighborhoods by ensuring sub-standard living conditions are reduced. In 1993 the City of Lynchburg City Council first adopted the minimum building maintenance and residential rental dwelling standards for properties within the city limits in order to produce thriving, attractive, safe neighborhoods and enhance citizen's quality of life. The City's Rental Inspection Program began its enforcement process in 2005 based on the designated rental inspection districts (see district map).

An Annual Residential Rental Inspection Notice indicating date and time of the scheduled inspection, plus any fees associated with the inspection, is mailed to the owner of record (based on data from the Assessors office). **Non-Owner occupied units** (including family) and **Rent-to-Own type contracts units** are considered as a **rental** (not unless, the purchaser or family member is recorded as a co-owner documented with the Assessors office). **Please be advised:** The owner of record must provide the Assessors office with the proper documentation to make the required change. Once the change has been documented it is the owners responsibility to contact the Rental Administrator of the change. City Assessors Office: 434-455-3830.

Note: It is the responsibility of the owner to notify hired rental management agencies and or occupant of the scheduled inspection date and time.



Community Development Department
Inspections Division
Residential Rental Inspection Program
City Hall 900 Church Street,
Lynchburg, VA 24504
(434) 455-3910 Fax (434)845-7630

Rental Website:

www.lynchburgva.gov/rental-program

CONTACT:

Rental Program Administrator /Code Inspector
Dana Horne, Ed.S, CZA
PHONE: (434) 455-3922
EMAIL: dana.horne@lynchburgva.gov



IT IS ADVISED: In order to avoid, "No Show" fees and or miscommunication of inspection times or dates. Please email or call to confirm receipt of Annual Residential Rental Inspection Notice.

Maintaining Safe Homes in Lynchburg



Residential Rental Inspection Program



Community Development Department
Inspections Division
Residential Rental Inspection Program
City Hall 900 Church Street, Lynchburg, VA 24504
(434) 455-3922 or 455-3910 Fax (434) 845-7630
Rev. 5/2017

Rental Property Business Owners Inspection Fee Costs for Annual Residential Rental Inspection Compliance Certificate

There is a charge of **\$50.00** for the initial rental inspection check payable to the City of Lynchburg or pay at Billings and Collections with cash or credit card (online pay not available). The first follow-up inspection is at no charge. Further follow-up inspections are an **additional \$50.00**. "No Show" follow-up inspections are \$50.00. If no violations are cited or minor violations are abated within a reasonable time from date of mailed notice, a four **(4)-year** rental certificate of compliance is issued (\$50.00= \$1.04 per month). **Rental fees must be paid no later than 30 days after the initial inspection. Payment after 30 days will result in a one year certificate of compliance being issued.**

If more than **minor** violations are cited during the rental inspection process; violations are not abated within a reasonable period of time, and or poor repair work is performed a one **(1)-year** certificate of compliance is issued (\$50.00= \$4.17 per month). Once the four year or one-year certificate expires, another rental inspection will be scheduled. HOME and HUD Program rentals are issued compliance certificates based on contract agreement.

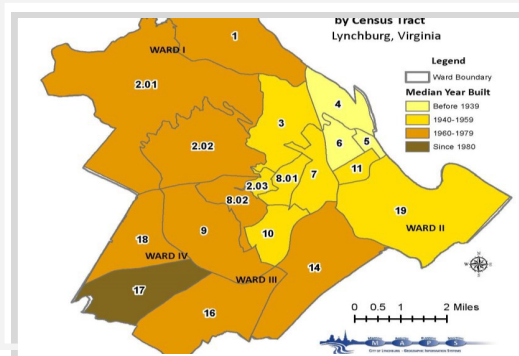
LOOK! **Note:** Failure to comply or abate violations cited under Virginia Uniform Statewide Building Code Residential Rental Inspection Program in a reasonable time may receive court action resulting in a misdemeanor charge and or fines. Tenant complaints or visible violations can result in the citation of new violations and or revocation of an existing rental certificate of compliance.

Specified City Districts Required to Register Rental Property

Based on Code of Virginia §36-105.1:1. The rental inspections districts are outlined based on the residential areas which have a significant amount of older housing stock built in the late 1800's and early 1900's, receive CDBG funds, and or areas with congested density of dwelling structures. Rentals are added to the Rental Inspection Program upon discovery, new ownership or based on City Assessor data. **Note:** Residential dwelling units outside the designated inspection district are subject to the ordinance based on separate findings.

The residential rental inspection districts consist of:

- ◆ Daniels Hill Census Tract #4
- ◆ Rivermont Census Tract #4
- ◆ Down Town Census Tract #5
- ◆ College Hill Census Tract #6
- ◆ Dearington Census Tract #6
- ◆ Garland Hill Census Tract #6
- ◆ Tinbridge Hill Census Tract #6
- ◆ Miller Park Census Tract #7
- ◆ Diamond Hill Census Tract #11
- ◆ White Rock Hill Census Tract #19 (formally 12&13)
- ◆ Fairview Heights Census Tract #19 (formally 12&13)
- ◆ Seminary Hill Census Tract #19 (formally 12&13)
- ◆ Tyreeanna Census Tract #19 (formally 12&13)



Fair Housing

What Housing Is Covered?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker, and housing operated by organizations and private clubs that limit occupancy to members.

What Is Prohibited?

In the Sale and Rental of Housing: No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap: **In Addition:** It is illegal for anyone to: threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right. Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status, or handicap. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

Contact:

Virginia Fair Housing

Office 1-888-551-3247

"CITIZENS FIRST" INFO CENTER
434-856-CITY
M-F, 8:30 AM - 5 PM 434-856-2489

Rental Property Business Owners by Law are Required to Maintain Rental Building Standards or be Subject to Criminal Charges and or Fines

Rental property business owners are required to properly maintain the exterior and interior of each rental dwelling unit based on minimum habitable living standards. The provisions of the USBC prescribe compliance of building maintenance and repair regulations of existing structures and equipment.

Courtesy Residential Rental Inspection Program Section 8/Certificate of Compliance exemption waiver: Rental dwellings which are contracted with the LRHA Section 8/ HUD Housing Assistance Program are required to supply a current "Notification of Rent" or verification letter



from LRHA confirming an inspection was conducted and is in compliance with the current International Property Maintenance Code minimal habitable standards. Please send verification to the Rental Program Administrator's email/mail address in order to exempt the residential rental inspection fees and waive inspection.

Verification is subject to an annual review and must be resubmitted each year to remain exempt from the Residential Rental Inspection Program. Rental units within Lynchburg City's designated Rental Inspection Districts which are not registered with the City, are not eligible for a courtesy Rental Certificate of Compliance.

Rental units/cases under new ownership become void. A new case must be opened and inspected in order to receive a valid Rental Certificate of Compliance and or Residential Rental Inspection Program Section 8 Exemption Waiver.

City of Lynchburg Disclaimer-Term of Use
<http://www.lyncburgva.gov/terms-use>

The requirements for compliance in Lynchburg VA are outlined in: Code of Virginia §36-105.1:1, Part III Virginia Maintenance Code of the Virginia Uniform Statewide Building Code (USBC), Maintenance of Existing Structures, Part IV USBC, Technical Amendments, and Chapters 3 through 7 of the International Property Maintenance Code as adopted by the Virginia Department of Housing and Community Development.

The Virginia Uniform Statewide Building Code (USBC) contains the building regulations. The USBC is comprised of three parts known as: 2009 & 2012 Virginia Construction Code (USBC, Part I) 2009 & 2012 Virginia Rehabilitation Code (USBC, Part II) 2009 & 2012 Virginia Maintenance Code (USBC, Part III). See attached building code links.

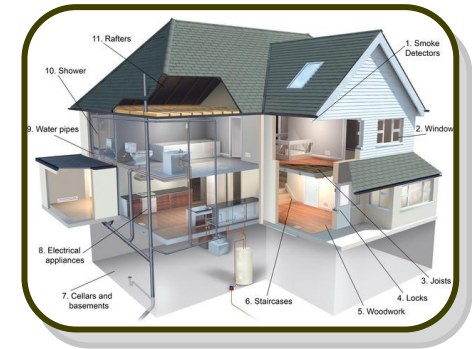
LYNCBURG CITY WEBSITE FOR CITY CODE
City Website Click on the Business Tab> Scroll to City Code> click link Or type below link in URL bar. <http://www.lyncburgva.gov/chapter-11-buildings>
City Code Chapter 11 (Building) > Article III.
Residential Rental Dwelling Units Inspections

LYNCBURG CITY CODE SECTIONS AS FOLLOWS ARE APPLICABLE BY LAW:

Sections: 11-161 (Purpose and Intent);
11-162(f) (Definitions); **11-163** (Designation of rental inspection districts);
11-165 (Notification by owners of dwelling unit to locality); **11-166** (Inspections of residential rental dwelling units); **11-167** (Inspection fees);
11-168 (Entry); **11-170** (Violations); & **11-171** (Enforcement). **City Code Sec. 11-170. Violations.**
(a) It shall be **unlawful** for any owner or managing agent to fail to comply with the requirements contained in this article and to fail to comply with the provisions of the Uniform Statewide Building Code.

Code of Virginia §36-105.1:1.(Rental Inspections)

INSPECTION CHECKLIST



Historical Districts may have specific requirements for exterior repairs/installation. Check with Review Board for requirements 434-455-3900.

The enclosed checklist does not provide every possible applicable codes required to meet the USBC/Property Maintenance minimal standards. See code compliance law requirements as follows: city codes sections are located on the Lynchburg City website. Links listed under City Code Chapter 11 within this document, along with the **2009 Virginia Maintenance Code link > http://www.ecodes.biz/ecodes_support/Virginia2009/09Maintenance/09maint_main.html**
2012 Virginia Maintenance Code link > <http://premiumaccess.iccsafe.org/book/toc/63/>
Code of Virginia link > <https://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+36-105.1C1>

Online Residential Rental Brochure > <http://www.lyncburgva.gov/rental-program>

Online Property Maintenance Checklist > www.lyncburgva.gov/property-maintenance

INSPECTION CHECKLIST



To minimize violations, review this list **PRIOR** to your inspection date and make any repairs. It is the owner's responsibility to correct any known or observed violations.

General Responsibility -The owner of the premises shall maintain the structures and exterior property. A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of the code. Occupants of a dwelling unit, or rooming unit are responsible for keeping that part of the premises which they occupy clean, sanitary and in safe condition.

Structures are Unfit for Human

Occupancy when they are in significant disrepair, structurally unsound, unsanitary, vermin infested, lack ventilation, or do not have working utilities.

Structures are considered an Unlawful structure if: they were erected or altered illegally (without trades permits or inspections) or are overcrowded with more occupants than permitted by law.

Exterior

The building exterior shall be in good repair, structurally sound, and sanitary, including fascia/soffits, columns, porches, rails, decks. All wood / metal surfaces shall be free from, holes, deterioration, rot, peeling paint or missing components. **Grading and drainage** – No erosion or standing water in the yard. **Gutters and downspouts** are in good condition and water from downspouts discharges away from the structure.



NOTE: Utilities are required to be active during rental inspection in order to observe possible inoperative fixtures, equipment, electrical/ plumbing system hazards or leaks.

Exterior cont.

Sidewalks and driveways are in proper repair and free of hazardous conditions. **Exterior walls** are weatherproof and coated with a protective treatment (paint, stain, intact siding), with no peeling or chipped paint, and metal surfaces are not rusted. Joints in building material, including mortar joints, are watertight. Exterior walls are free of holes, breaks, and loose or rotting material. **House numbers** are legible from the street, with a minimum 4-inch letter height and ½-inch stroke width. **Foundation walls** are plumb and free from cracks and breaks, without holes to allow entry of rodents or water. **Exterior stairs, decks, porch's, and balconies** are structurally sound, properly anchored, free from tripping hazards, and able to support the required load. **Handrails and guardrails** are required with steps that have more than 4 risers/steps. Guardrails are required when the distance from standing surfaces/ porches/decks or landings are more than 30 inches from ground level (No more than a 4" spacing between rails/ balusters). **Windows, door frames, and skylights** are in good repair and weather tight. Windows may not have broken glass **Security** - Doors, windows, and hatchways are secure and lockable. **Exterior doors** are in good sound condition; provide proper and safe egress/exits. No double keyed deadbolt (turn knob latch for interior).

Interior

The Interior of building shall be in good repair, structurally sound, and sanitary. Interior structural members are sound and can support the required loads. **Interior surfaces** walls/ceilings/floors are to be safe, clean and sanitary, with no peeling or chipping paint, cracked plaster, or decayed wood. **Interior stairs** and walking surfaces are in sound condition; handrails and guardrails are in good repair, well-fastened, and support the load. **Interior doors** fit reasonably well, is properly secured, opens freely, knobs and hardware are properly installed.

Interior cont.

Emergency egress/exits pathways shall be free from obstacles or tripping hazards (electrical cords, etc.). Doors and windows shall be operable without special tools, keys, double keyed dead bolt, hasps, or special knowledge.

Working Smoke alarms/detectors are to be installed: inside every bedroom/sleeping area, hall outside bedrooms, along with one on each level including attics, basements and crawlspaces with electrical/mechanical devices. **Clothes dryer vent** exhausts to exterior.

Infestations all interior areas shall be free of infestations from insects, nuisance pests and rodents. **Rubbish and garbage** are disposed of in a container with no accumulation (clothes/trash/ excessive clutter) outside. **Ventilation Windows** are in good condition, properly opens and able to stay in place and have screens. Bathrooms with no windows must provide a mechanical exhaust vent properly vented to exterior. **Light** - Habitable rooms have natural light (windows) equal to 8 percent of the floor area. **Plumbing** all kitchen sinks, bathtubs, laundry, shall be supplied with tempered hot/cold running water free of plumbing hazards. **Fixtures**, sinks, toilets, tubs, vanities, etc. are properly supplied, secured and connected to wall/ floor, in working order without deterioration, loose caulk, leaks, no holes under sink, loose toilet, and have adequate clearances. **Electrical** 60-amp service minimum with two Receptacles per habitable space. GFI-protected receptacle are required in each bathroom, kitchen near water source, and any area where water is a potential electrical hazard.

NOTE: All Repairs and installation of materials/items are required per code (electrical, building, mechanical, plumbing etc.) in a workman like manner. Owners serving as contractor are responsible to perform repair work as professional craftsmen.



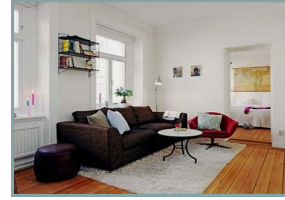
Code Enforcement Inspection Information Sheet

Property Maintenance

- The Virginia Uniform Statewide Building Code requires the repair of existing structures and equipment. Following receipt of a complaint, City staff perform an inspection of the structure. A sample inspection checklist is included on the next page.
- If violations are found, the property owner will be provided a copy of the Inspection Report/Notice of Violation; the notice may also be posted on the property. The owner will be allowed reasonable time to correct the
- If a dwelling is found to be a rental unit, it will be placed in the Rental Inspection Program. A 14- Day Repair Request to Owner letter (which can be obtained using the contact information below) may be requested by the Inspector to ensure the owner was first notified in writing of the violation complaint.
- When necessary, Property Maintenance/Housing Code Inspectors will take building owners of the responsible party (managing company, occupant, registered agent), to General District Court for failing to comply with the City's building maintenance code. Court action can result in criminal charges of a Class 4 misdemeanor, fines up to \$2,500.00 and/or jail time (Note: the courts are operated by the State of Virginia, therefore, one can be subject to: additional separate fees, fines, and DMV action). Contact: 434-455-3910 or for full information visit: <http://>

Rental Inspection Program

- Lynchburg has special districts that require regular rental housing inspections in the oldest parts of the City. These inspections are required to maintain safe housing for its occupants, the overall appearance of the structure and the value of the real estate in the neighborhood.
- Residential rental units in these areas are inspected by City staff to insure they comply with property maintenance requirements and occupancy standards. The owner, landlord or responsible party is charged a \$50 fee for this inspection.
- As with all property maintenance violations, the property owner or responsible party is provided an inspection report. If violations are found they are allowed reasonable time to obtain the necessary permits and correct violations. If the violations are not corrected, the inspector will take the responsible party to court where failing to comply can result in criminal charges or fines.
- Contact: 434-455-3910 or for full information/resources visit: www.lynchburgva.gov/rental-program



Boarding of Vacant Property

- The following requirements must be adhered to in the boarding up of vacant or openly accessible properties: All windows on the ground level must be boarded unless they have full glass panes; all exterior doors on the ground level must be boarded including crawl space openings unless they have secured non-damaged doors; any window's on the other levels where the glass is broken out must be boarded or re-glassed.

High Weeds or Tall Grass ,Trash on Private Property

- It is against the law to have grass or weeds over twelve (12) inches high on private property (this ordinance does not apply to trees or undisturbed woodlands). After ten days, the City will schedule the property to be cut and the owner will be billed by the hour at a minimum fee of \$250.00 per lot.

Inoperative Motor Vehicles

- Are defined by City Code as any motor vehicle, trailer, or semi-trailer, or part thereof which is not in operating condition, does not display valid license plates, or inspection decal which has not expired within sixty (60) days.
- An inoperative motor vehicles can be allowed to remain on the property if placed in a fully enclosed building or shielded from view. Contact: 434-455-3910 or for full information visit: www.lynchburgva.gov/neighborhood-services



Code Enforcement Contact Information

Name	Division	Title	Phone Number	Email Address
D. W. Craig	Inspections - Property Maintenance	Property Maintenance Official	434-455-3896	wayne.craig@lynchburgva.gov
Numan Franklin	Inspections - Property Maintenance	Housing Code Inspector	434-455-3931	numan.franklin@lynchburgva.gov
Dana Horne	Inspections - Property Maintenance	Rental Program Administrator and Housing Code Inspector	434-455-3922	dana.horne@lynchburgva.gov
Jason Tyree	Inspections - Property Maintenance	Housing Code Inspector	434-455-3904	jason.tyree@lynchburgva.gov
Keith Wright	Neighborhood Services	Neighborhood Services Manager	434-455-3921	keith.wright@lynchburgva.gov



My City Services and GIS-Maps: Using My City Services you can quickly locate facilities and services available to you, details about your elected officials, and other information about our community visit: <http://mapviewer.lynchburgva.gov/mycityservices/>

To **VIEW THIS** document online visit: <http://anyflip.com/bookcase/purk>

For several additional valuable resources visit: www.lynchburgva.gov/rental-program



<http://online.anyflip.com/kdct/xvs1/#p=14>

RENTAL WEBSITE

www.lynchburgva.gov/rental-program

TO VIEW RENTAL PROGRAM LINKS AND RELATED RESOURCES

- Rental Inspection Program Requirements and Inspection Checklist PDF: Updated 5/19/17
- Rental Program City Council Presentation May 26, 2015 (Statistics and History)
- City Council Work Session Rental Program Video (marker 1:09:45 to 1:43:40) May 26, 2015
- Rentals Affected By Proposed Zoning "Land Use" Changes In R1 And R2 Districts (see pages 7 & 19)
- The Benefit of Statewide Building Codes
- Lynchburg Assessor's Office Real Estate Rehabilitation and Renovation Program
- Guide to Proactive Rental Inspection Programs
- 14 Day Letter Request for Repair Notice {Click the SUBMIT button and PRINT two (2) copies: (mail/email/send to owner ~ save a copy for your records} If you are having trouble with your landlord or management company not responding to repair request, or pest/rodent infestation, you can fill out the 14 day letter for repair request and a copy of your written request will be emailed to the city inspections office. If the responsible party does not make the repairs within a reasonable timeframe. **You must** call the city to schedule an appointment to conduct an official inspection. **Please note: Responsible parties are the owner of record AND the occupants (please be sure you are serious about your complaints).** All building code notice of violations reports are subject to court action and **criminal charges.**
- Section 105 - Unsafe Structures or Structures Unfit for Human Occupancy Condemnation Placards Defined As seen in Virginia Property Maintenance Code

STATE AND CITY CODE LINKS - MAINTENANCE / BUILDING CODES



- Lynchburg City Inspection Departments / Community Development Building Violations, Inoperable Vehicles, High Grass/Weeds, Trash/Illegal Dumping, New Construction
- Building Permit
- Code Enforcement Inspection Information Sheet { Inoperable vehicles, High grass, & Inspections contacts}
- The Benefit of Statewide Building Codes
- Virginia Property Maintenance ICC Safe Code 2012
- Virginia Property Maintenance ICC Safe Code 2009
- Code of Virginia State Code: Rental Inspections Section 36-105.1:1
- City Code (Chapter 11. Buildings >Article III. Residential Rental Property Inspections)
- City Code (Chapter 35.1 Zoning) Also see definition under "H" for definition of "Household"
- Rental Exemption for Section 8 - Verification Sample Letter or on LRHA letterhead, signed with approved voucher start and end dates
- VA Legal Aid Landlord and Tenant Issues

LYNCHBURG CITY SERVICES

- GIS Map Viewer City Services Explore City Services & Resources Online
- Lynchburg VA Community Handbook - Great information about our city
- Make a Complaint Anonymously Call - 434-856-2489

CODE COMPLIANCE PROPERTY MAINTENANCE PUBLIC EDUCATION SERIES

- Water Damage Education Video ~ Aired May 1, 2015 on Lynchburg LTV 360 Program {Water and moisture issues are the extremely destructive to interior and exterior structures and surfaces}
- Water Damage Prevention Presentation Flip book version

LANDLORD AND TENANT ACT

- Virginia Residential Landlord and Tenant Act 2016
- YouTube Video - Virginia Residential Landlord and Tenant Act
-

HOARDING GUIDES

- Hoarding /Clutter Image Scale (images 3-9 may be subject to code and or fire violations)
- Institute for Challenging Disorganization Hoarding Levels Explained
- Virginia Fair Housing Office Hoarding as a Disability Brochure

BED BUG / PEST GUIDES ~ Utilize same method for most any pest infestation - use 14 day request for repair letter if needed

- Bed Bug Clearinghouse EPA- United States Environmental Protection Agency Several Links to Publications of General Interest (English and Spanish)
- Bed Bugs - Videos University of Minnesota
- To Prep or Not to Prep: Is Preparing Homes for Bedbug Services Necessary?
- Four Steps to Bed Bug-Free Premises for Landlords Webinar
- 10 Things You Never Knew About Bed Bugs
- Bed Bug Manual from Michigan.gov
- Bed Bug Basics (Virginia Tech)
- Bed Bugs Bed Bug Prevention Methods (Virginia Tech - Dr. Dini Miller 540-231-4045)

DISASTER PREPAREDNESS

HELPFUL MONEY SAVING TIPS

MOLD ISSUES

- EPA-Mold House Tour Interactive and Text
- Virginia Department of Health's Mold Webpage
- Virginia Department of Health's Frequently Asked Questions (FAQ) about Mold
- Environmental Protection Agency's (EPA) fact sheet titled, "A Brief Guide to Mold, Moisture, and Your Home"

FAIR HOUSING LAWS

- Virginia Fair Housing Laws
- Virginia DPOR Fair Housing Office
- Virginia Fair Housing and Hoarding as a Disability

PROPERTY OWNER / LANDLORD GUIDES

- Becoming a Landlord ~ Fannie Mae Guide (Property Owner/Landlord helpful resource)
- Healthy Housing Laws

RENTER CHECKLIST AND RENT TO OWN

- Rent to Own or Lease Option Purchase FAQs
- Renters Checklist (also see Rental Brochure link)
- Request for Repair 14 Day Notice {Click the SUBMIT button and PRINT two (2) copies: (mail/email/send to owner ~ save a copy for your records) If you are having trouble with your landlord or management company not responding to repair request, or pest/rodent infestation, you can fill out the 14 day letter for repair request and a copy of your written request will be emailed to the city inspections office. If the responsible party does not make the repairs within a reasonable timeframe. **You must** call the city to schedule an appointment to conduct an official inspection. **Please note: Responsible parties are the owner of record AND the occupants (please be sure you are serious about your complaints).** All building code notice of violations reports are subject to court action and ***criminal charges.***

RENTAL WEBSITE

www.lynchburgva.gov/rental-program

TO VIEW RENTAL PROGRAM LINKS AND RELATED RESOURCES

HOUSEKEEPING GUIDE AND TIPS FOR ANYONE

- Housekeeping: Everything You Need to Know to Maintain Your Home and Belongings With Hoarding Scale Included (images 3-9 may be subject to code and or fire violations)

CONTACT CITY RENTAL ADMINISTRATOR

Dana Horne, Ed.S

Phone: 434-455-3922

Email: dana.horne@lynchburgva.gov

Website:
www.lynchburgva.gov/rental-program